



INCORPORATED VILLAGE OF SAG HARBOR
55 Main St., P.O. Box 660, Sag Harbor, N.Y. 11963
(631) 725-0222 (631) 725-0316 FAX

**APPLICATION FOR
SPECIAL EVENT PERMIT
\$38-15**

Name of Applicant:		Date of Application:
<i>First</i>	<i>Middle</i>	<i>Last</i>
		<i>(mm / dd / yyyy)</i>
Name of Business/Persons Performing Activity:		Applicant Street Address:
Name of Supervisor:		Applicant City/State/Zip:
Phone and Fax Numbers:	Date, time and duration of activity:	Signature of Applicant:
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DESCRIPTION OF EVENT:

DESCRIPTION OF LOCATION TO BE USED:

DESCRIPTION OF PARKING TO BE PROVIDED FOR PERSONS ATTENDING EVENT:

Will any parking or roadways be obstructed? ☐ No ☐ Yes
(IF YES, A SEPARATE PERMIT TO ENCUMBER PUBLIC PROPERTY IS REQUIRED)

Will the Police Department be required for traffic control? ☐ No ☐ Yes
(APPLICANT IS RESPONSIBLE FOR MAKING ARRANGEMENTS WITH POLICE DEPARTMENT)

Will any other agency be needed for the activity? ☐ No ☐ Yes, _____

Number of persons attending the activity, including crew: _____

YOU MUST INCLUDE WITH THIS APPLICATION:

- ☐ A diagram or sketch of the location of the activity with reference to streets, the proposed location where such exhibition, performance or activity is to be held, together with the proposed boundaries of the grounds to be occupied and employed by such performance, exhibition or activity.
- ☐ An application fee of \$50.00

APPLICANT FURTHER ACKNOWLEDGES:

As a condition of the issuance of this permit, the Board of Trustees may require that a bond be posted to ensure cleanup and restoration of the area at which such event takes place within 48 hours after the close of the event.

The Board of Trustees may impose such other conditions as it deems appropriate for the proposed use, including reimbursement for damage to Village property, refuse removal, or other related costs, and the execution of a written license agreement between the Village of Sag Harbor and the applicant.

Applicant will reimburse the Village of Sag Harbor when it is necessary for the police department, fire marshal, code enforcement, or any other department to attend the event upon complaint or to ensure the safe and orderly execution of the event. Such attendance will be at the sole discretion of the Village and may be without notice.

The Board of Trustees may impose a separate fee as a condition for the approval of any special event permit or license for the use of Village property, the amount to be determined in the discretion of the Board.

The Village reserves the right to limit the occurrence of special events to two events per location per year.

FOR OFFICE USE ONLY

RECEIVED DATE:_____ **SIGNED:**_____

PUBLIC HEARING DATE:_____